

Keep Washington Safe 8 king Keep Washington S 2012 Workplace Safety and Health Training Today Le and Protects Workers Leep W Tomorrow Igton Safe and Working

> Washington State Department of **Labor & Industries** Division of Occupational Safety and Health



Millwrights are crafts people who assemble, install and align heavy industrial machinery. They can be found working in hydroelectric dams, paper mills, saw mills, power plants, smelters and refineries. Most millwrights are educated through apprenticeship programs where they receive a combination of classroom education along with a good deal of on-the-job training. The work

can require a millwright to perform some of the duties of a welder, assemble, dismantle and overhaul machinery using hand and power tools. Routine work can include lubricating equipment, replacing bearings and seals, cleaning parts during an overhaul and preventative maintenance.

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- 1. Do not wear loose-fitting clothing when working close to moving power equipment.
- 2. Ensure that all rotating parts are properly guarded.
- 3. Remove equipment from service when it is not properly guarded.
- 4. Review and follow lockout/tagout procedures before working on equipment and update those procedures when needed.
- 5. Conduct a job safety analysis for those who must work in or around the hazard area, identifying hazards associated with the job to highlight special training needs associated with the work and appropriate PPE.



Even in the comfort of a hair salon, stylists face a wide variety of hazards from hair products, cleaners, sanitizers and other salon chemicals. All these products carry risks for health problems that include severe skin inflammation, eye and respiratory irritation, asthma, and even cancer. Stylists can also suffer injuries to their backs, wrists, shoulders, and arms that can shorten careers,

reduce productivity and create high financial costs. Stylists who are trained in the proper safety precautions can minimize or even prevent these health and safety risks. And preventing injuries is always less expensive than paying for them later.

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- 1. Cut down on dust exposure when mixing bleaches, colors, and other dry products by using gloves and a NIOSH-approved N95 dust mask.
- 2. Protect your skin. Minimize wet work that can lead to severe rashes and inflammation. Dry your hands well and moisturize between jobs.
- 3. Good tools reduce injury risk. Select tools that will cut repetitive stress.
- 4. Save your back. Store the heaviest boxes and other items on shelves at waist-level and don't twist when lifting.
- 5. Improve ventilation so you don't inhale hazardous vapors. Many products release ammonia and/or formaldehyde, which can cause cancer. Use fans for brief exposures, but more intense use of these products requires a more effective and reliable ventilation system.



Animal husbandry is the care of farm animals, such as cows, horses and goats. Workers in this field can be injured by the often larger animals, suffer ergonomic injuries and can become ill from animal-borne diseases. Many animal-related injuries take place in barns, milking parlors, and other enclosed areas. Proper animal handling techniques are essential to avoiding these types

of injuries. Animal husbandry also places workers at risk to other hazards associated with farms and ranches, such as large hay bales, some weighing up to 2,000 lbs, which have been known to topple off stacks or vehicles onto workers nearby.

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- 1. Use a rope halter, squeeze chute, and head gate when engaging in major animal handling activities such as hoof trimming, breeding or applying medication.
- 2. Make sure everyone is properly trained for the task at hand.
- 3. When working with cows, use a tail holder to prevent eye injuries when milking or examining the animal.
- 4. Around large animals, move in a quiet, steady manner.
- 5. When moving hay bales with a loader or forklift, keep the bales close to the ground.



Automotive maintenance can include everything from quick stop lube and oil change shops to collision repair and auto rebuild facilities. There are common hazards shared by all automotive maintenance workers, including potential injury from machine tools, jacking and hoisting equipment, and exposure to hazardous materials like ethylene glycol, solvents, and other fluids. Other

hazards are unique to a particular business. Tire maintenance workers servicing split rim wheels need specialized tools and training. Body work may expose workers to hexavalent chromium. Automotive maintenance can be done safely if the workers are trained, tools are in good condition and used correctly and a hazard assessment identifies appropriate personal protective equipment.

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- 1. Use the personal protective equipment required to do the job safely. Make sure it's in good condition and worn properly.
- 2. Know the hazardous chemicals you're exposed to and the appropriate precautions to take when using them. Make sure you can find and understand the Material Safety Data Sheet (MSDS).
- 3. Use lockout/tagout if an injury could result from the equipment unexpectedly being started, energized or if there were a release of stored energy.
- 4. Take appropriate precautions when using or storing flammable or combustible liquids.
- 5. Know the location and use of emergency eyewash and shower facilities.



Commercial driving is more than just staying safe behind the wheel. Drivers often share responsibility for ensuring safety during loading and unloading procedures. To do this, drivers must be trained to identify hazards and work safely. Drivers should be taught to ensure workers are clear of trailers and

wheels before moving. They must make sure that loads on trucks, forklifts, and cranes are properly secured. Drivers must also check that workers on the ground are clear during mechanized loading and unloading and that gaps, drop-offs, and pinch points at loading docks are protected.

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- 1. Identify hazards before loading and unloading.
- 2. Set procedures for loading and unloading and review them regularly.
- 3. Ensure employees have the right attitude for work hasty work habits could lead to unsafe conditions for people around the trucks.
- 4. Supervise workers and correct improper or unsafe behaviors.
- Maintain vehicles and equipment in safe operating condition. A strap that breaks can result in a lost load with serious, even deadly, consequences.



Hoisting and moving large, heavy loads with cranes is crucial to today's manufacturing and construction industries. But fatalities and serious injuries can happen if the crane and rigging equipment are not thoroughly inspected, are not used properly and if workers are not kept away from danger zones

beneath suspended loads. A complete understanding of the sequence of the rigging operations and routine inspections of the crane and hoisting gear will ensure safe crane and hoist operations and the safety of those working around the crane.

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- 1. Before work, visually inspect slings and rigging hardware for damage.
- 2. Pad any sharp edges of a load to protect and minimize damage to the sling.
- 3. Never guess the weight of a load, but determine it accurately.
- 4. Only use rigging equipment that is in good condition and has the correct rating for the job. Remove defective equipment from service and destroy it so it won't be used by accident.
- 5. Make sure to hitch the sling in a manner that provides control of the load.



Underground construction such as tunneling is increasing in Washington and nationally. Many of the hazards associated with underground construction are similar to those found above ground, such as the movement of heavy equipment, moving parts, falls, confined spaces and hazardous atmospheres. Anyone entering an underground project site should always check in at the

main site office. Those entering the work area require site specific training and personnel protective equipment. The common personal protective equipment would include hearing and eye protection, hard hats, high visibility clothing and fall protection.

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- 1. Always get acknowledgement by making eye contact with equipment operators before you proceed in front of or behind any equipment.
- 2. Wear the personal protective equipment required on the project.
- 3. Never remove any tags or locks on equipment that is locked out.
- 4. If you have never operated a piece of equipment or done a specific task before, ask how to perform the job. Don't assume.
- 5. If you see a safety hazard, tell your immediate supervisor.



Dust explosions are often catastrophic, causing death, serious injury and destroying entire buildings. Potentially dangerous accumulations of combustible dust can build up inside process equipment or settle on surfaces in the general work area. Regardless of where they are found, these accumulations are extremely explosive when dispersed into the air around commonplace

ignition sources such as standard electrical switches. If your workplace harbors dust accumulations, make sure your safety program effectively addresses recognition, prevention, and treatment of hazardous dust accumulations.

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- 1. When inspecting for dust or cleaning, don't forget hidden areas, but stay safe while you inspect process equipment. Make sure equipment is properly locked and tagged out if you must enter to inspect or clean.
- 2. Keep dust collection equipment well maintained so they can function effectively.
- 3. Clean at regular intervals and don't use compressed air to blow dust off equipment or surfaces. You may create a dust cloud that could explode if an ignition source is nearby.
- 4. Survey work areas for possible ignition sources. Consider tasks that can create static electricity and use appropriate grounding and work practices.



Scaffolds are used in various industries because they are relatively safe work platforms that allow employees to work efficiently. But scaffolds can pose risks to workers in the event of either a collapse or workers falling from elevations more than 10 feet due to lack of fall protection. Always make sure a competent person supervises when anyone is erecting or dismantling

scaffolds. Fall protection on supported scaffolds consists of installing a guardrail along all open sides and ends or using a personal fall arrest system, including anchorage capable of supporting 5,000 pounds per person and is independent of the scaffold. On most suspension scaffolds, both guardrails and personal fall arrest systems are required.

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- 1. Keep scaffold work platforms clear of materials, tools, or debris that could trip a worker and cause a fall.
- 2. Always fully plank each work platform and provide safe access to all working levels.
- 3. Make sure the competent person inspects the scaffold and scaffold components for visible defects before each work shift and after anything that could affect the scaffold's structural integrity.
- 4. Never overload a scaffold.
- 5. Always set up scaffolds on a firm, level foundation.



Operation of equipment like excavators, loaders, graders, aerial lifts, and bulldozers, should always be done by highly skilled operators who have demonstrated the ability and skill to operate the equipment safely. Crews on the ground should be trained to work safely around the equipment and how to stay clear. Because of the massive size, weight and power associated

with heavy equipment, injuries associated with this machinery always carry a greater risk of death. It is critical for operators and workers to be properly trained and to follow safety rules and procedures when operating or working around heavy equipment.

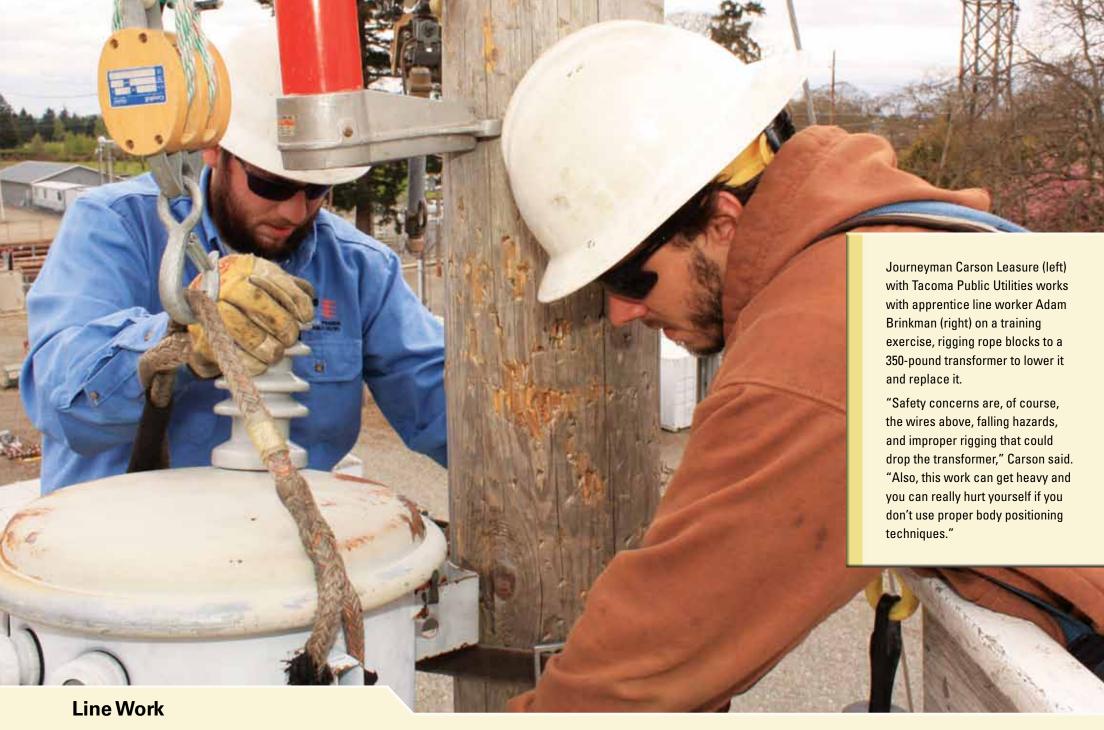
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- 1. Good communication is key. The operator and signal person should use a standardized set of hand signals. Two-way radios are valuable communication tools.
- 2. Operators should always know exactly where all ground based workers are and ground crews should wear high visibility vests.
- 3. Make sure heavy equipment has a functioning back-up warning alarm that can be heard by all nearby workers.
- 4. Heavy equipment must have a rollover protective structure (ROPS), like a rollbar, to protect operators if the machine tips over.
- 5. When operating heavy equipment on slopes, avoid moving across the face of the slope.



Line workers construct and maintain electric distribution and transmission facilities that power homes and businesses. They work outdoors all year round, often during inclement weather when wind, snow or ice storms have damaged electric power lines. Line workers face many hazards on a typical job site that can include traffic control, suspended loads, overhead hazards and,

most significantly, exposure to energized high voltage lines and equipment. Workers use specialized tools and equipment that are specifically designed for the work on high voltage lines. Electrical apprentices are employees who are being trained to be journey level and are under the direct supervision of a qualified line worker.

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- 1. Always assume downed power lines are energized. Call the local utility to report down lines.
- 2. Always call before you dig 1-800-424-5555.

- 3. Call the local utility to report trees in contact with lines. Never try to remove them yourself.
- 4. Stay clear of all electrical utility work zones.
- 5. Do not store metal sprinkler pipe under power lines.



Emergency medical technicians, or EMTs, respond to medical crises, accidents, disasters, and scenes of violence. The work can expose them to infectious diseases, hazardous chemicals, ergonomic injuries, violent assaults and stress. Providing complex service under extreme conditions only increases these risks. Amid all these other hazards, ambulance safety is often overlooked, although

ambulance crashes and other traffic collisions are the leading cause of EMT worker fatalities. Seat belt use in the ambulance cab has become standard practice. In Washington, recent changes to the "Move Over Law" boosted fines for motorists committing moving violations near an emergency vehicle responding to an incident.

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- 1. Review information on tuberculosis and Centers for Disease Control (CDC) guidelines for controlling TB, including respiratory protection.
- 2. Identify hazards posed by handling and lifting patients, including victim extraction, lifting heavy loads, and pushing and pulling stresses.
- 3. Be sure EMTs know the violence escalation cycle, violence predicting factors, de-escalation techniques and ways to avoid physical harm.
- 4. Review the types of hazardous chemicals (including hazardous medications) EMT's use for work and discuss the information in your company's Chemical Hazard Communication Plan, Material Data Safety Sheets, and your own safe handling and disposal practices.



Washington law requires all employers to provide a safe and healthy workplace and comply with workplace safety and health rules that apply to their business.

For employers

Get a free safety and health consultation. L&I consultants can help you prevent workplace injuries and illnesses and even save money on your workers' compensation premiums. A consultant can visit at your convenience and:

- Explain the safety and health rules for your business.
- Review or help develop your required safety and health programs.
- Provide a risk assessment and offer suggestions for effectively managing claims.

Consultants will not cite you for safety or health hazards, but will give you time to fix the hazard(s)

and help you with correction options. For more information, visit **www.SafetyConsultants.Lni. wa.gov** or call the L&I office nearest you.

For workers

Although you must follow the safety and health rules that apply to your job, everyone has the right to a safe and healthy workplace.

If you notice a safety or health hazard at your worksite, tell your employer. If your employer fails to take action, you can contact L&I. Your employer cannot discipline you or retaliate against you in any way for notifying L&I about a hazard or for filing a complaint. Learn more about your rights at www.WorkplaceRights.Lni.wa.gov (click on Complaints/Discrimination) or call 1-800-423-7233.

Free safety and health workshops

If you're unsure how to fill out an OHSA-300 form, dread creating your own Accident Prevention Plan or aren't certain how a respirator should fit, consider attending an L&I workshop.

L&I offers free workshops on a variety of subjects all year long at most of the agency's 20 offices. Topics cover such hazards as lead, outdoor heat, back injuries, and falls while other workshops discuss how to develop a safety committee, the basics of accident investigation or provide a general introduction to L&I for small businesses.

A workshop schedule is available at www.Lni. wa.gov/Safety/Traintools/Workshops or by calling your local L&I office.



Workplace safety and health services at everyone's fingertips

- A to Z Topics: Instant access to a wide range of topics, plus rules and research: www.Lni.wa.gov/Safety/Topics/AtoZ.
- Online Training: Courses, training kits, workshops and more. Take a look: www.Lni.wa.gov/Safety/TrainTools.
- Safety and Health Video Library and Resource Center: General and industry-specific safety and health topics for Washington State employers and workers are available from the largest workplace safety and health video library in the country. The collection includes more than 1,100 titles. Find them at: www.Videos.Lni.wa.gov.
- Free Publications and Posters: Visit www.Lni.wa.gov/Safety/TrainTools/FormsPubs/ for a free copy of any poster required for the workplace and other safety and health publications.
- Rules: Find current laws, rules and policies at www.SafetyRules.Lni.wa.gov. For e-mails about new rules, changes, hazard alerts and other news, sign up at www.Lni.wa.gov/Main/Listservs/SafetyStandards.asp.
- Spanish: Visit www.Lni.wa.gov/Spanish for L&I's Spanish-language website. Safety videos in Spanish are at www.Videos.Lni.wa.gov under the "Videos available in Spanish" link. For posters and other publications in Spanish, go to www.Lni.wa.gov/FormPubs and type "Spanish," into the search box.

Five fast answers to safety and health questions

What is DOSH?

L&I's Division of Occupational Safety and Health (DOSH) is the part of the agency responsible for educating business and workers about safety and health hazards, investigating workplace fatalities and other major incidents, and enforcing the state's workplace safety laws, as described in the Washington Industrial Safety and Health Act (WISHA), through worksite inspections.

What should I expect if L&I visits my place of work?

L&I inspections all begin with a brief conference with management explaining the purpose of the visit. The inspector will review documents, such as the company's Accident Prevention Plan, physically tour part or all of the worksite and interview both managers and workers. Workers cannot be docked pay for this interview time. If a citation is issued, employers have 15 working days to appeal.

What is an Accident Prevention Program?

An "accident prevention program," or APP, is a written plan to prevent accidents, on-the-job injuries and occupational illnesses. These plans are sometimes called safety and health plan, injury prevention program, risk management plan or some variation. For more information, including sample programs, visit www.Lni. wa.gov/safety/basics/programs/accident. To find out whether your business has additional requirements for written safety and health programs, visit www.Lni.wa.gov/Safety/ and look for "Helpful tools for specific rules."

When I pay a penalty, where does the money go?

Funds collected from safety and health penalties go into the workers' compensation supplemental pension, which benefits injured workers and the spouses or children of workers killed on the job. The money does not pay for inspectors' salaries or L&I's Division of Occupational Safety and Health. Penalties do not affect workers' compensation premiums. However, preventing work-related injuries and illnesses can influence premiums. For tips, visit www.Lni.wa.gov/ClaimsIns and look for the "Reducing Rates" link.

Why does L&I investigate workplace deaths?

In a typical year, more than 80 men and women will die due to a work-related accident. L&I has jurisdiction to investigate most of these deaths. The agency's role is to determine how the death occurred and whether the employer violated any workplace safety or health rules. In some case, L&I will produce a Fatality Bulletin explaining what occurred and lessons learned. These can be found at www.Fatalities. Lni.wa.gov.

Call the L&I Office nearest you

Workplace safety and health specialists from L&I's Division of Occupational Safety and Health (DOSH) are available to assist you.

Aberdeen360-533-8200Bellevue425-990-1400Bellingham360-647-7300Bremerton360-415-4000East Wenatchee509-886-6500 or

1-800-292-5920 (E. WA only)

 Everett
 425-290-1300

 Kelso
 360-575-6900

 Kennewick
 509-735-0100 or 1-800-547-9411

Moses Lake

ake 509-764-6900 or 1-800-574-2285 (E. WA only)

Mount Vernon360-416-3000Port Angeles360-417-2700Pullman509-334-5296 or
1-800-509-0025Seattle206-515-2800Spokane509-324-2600 or
1-800-509-8847

Tacoma253-596-3800Tukwila206-835-1000Tumwater360-902-5799Vancouver360-896-2300Yakima509-454-3700 or
1-800-354-5423

Training Today Protects Workers Tomorrow

The Washington State Department of Labor & Industries would like to thank the following businesses for graciously allowing us to photograph their work sites. Featuring real Washington State businesses and employees brings home the theme of the 2012 Job Safety and Health Calendar: Training Today Protects Workers Tomorrow.

Photo Month Company

January Boise Inc., Wallula

February Clover Park Technical College, Tacoma

March Walla Walla Community College, Walla Walla

April New Market, Tumwater

May Bates Technical College, Tacoma

June Operating Engineers Regional Training Program,

Ellensburg

July Traylor Frontier-Kemper, Seattle

August Kalama Export Company, Kalama

September International Masonry Institute, Seattle

October JTM Construction, Seattle

November Tacoma Public Utilities, Tacoma

December South Puget Sound Community College

and Black Lake Fire Department, Olympia

























This calendar lists federal holidays and/or the days the federal holidays are observed in 2012.

Note: Washington State government is open on Columbus Day and closed the day after Thanksgiving.

We oriented the back cover so you can read it while the calendar is on the wall.



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